

**MINUTES
PIRATE HARBOR STREET & DRAINAGE
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, MAY 29, 2024**

**10:22 a.m. – 11:25 a.m.
Charlotte Harbor Event Center
75 Taylor Street, Punta Gorda, Florida**

Members Present: George Herl, Chair
Phillip Smallwood, Vice-Chair
Scott Day
Andrew Wolf

Members Absent: Tom McClung, Apologies Received

County Staff: Erica LeMaster, Community Liaison

Guests: See attached sign-in sheet

Call to Order / Roll Call

The meeting was called to order at 10:29 a.m. Roll call was taken, and a quorum was established.

Citizen Input on Agenda Items (3-Minute Limit):

None

Approval of Minutes:

The draft minutes from January 17, 2024, were unanimously approved as submitted.

Unfinished Business:

- a. Fiscal Year (FY)23 Paving Program: The group discussed the paving and requests to meet with Mr. Layport to discuss a few issues they would like him to look at. Discussion ensued regarding sod, and damages caused by Comcast, and new construction. Ms. LeMaster reviewed the FY23 Paving Program Expenditure spreadsheet with the group. Mr. Wolf made a motion to meet with the Project Manager on site to go over the final punch list before final funds are distributed to the contractor. The motion was seconded and passed unanimously.
- b. Jean La Fitte Boulevard: Discussion ensued regarding the repair on Jean La Fitte Boulevard and concerns of if the repair will hold up during a 100-year storm.

New Business:

Financial Reports: The FY24 quarter one and quarter two expenditure and monthly funding reports were reviewed, as well as the FY23 Executive Summary.

Citizen Input on MSBU Items (3-Minute Limit):

None

Advisory Board Open Discussion:

- Treasure Island Boulevard: Discussion ensued regarding drainage issues and a potential need for line and grade.

- Jolly Roger Boulevard: The group expressed concerns regarding bank erosion similar to Jean La Fitte Boulevard.
- Pirate Harbor Entrance-Burnt Store Road and Yacht Club Boulevard: The group expressed a need for road markings to be refreshed.
- New Construction: The group expressed concerns regarding Charlotte County new construction and culvert policies.

Meeting Schedule / Items for the next agenda:

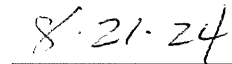
Meetings are tentatively scheduled at 10:30 a.m. at the Punta Gorda Charlotte Library as follows:

- August 21, 2024
- November 6, 2024

The meeting adjourned at 11:35 a.m.

Submitted by: Erica LeMaster
Public Works Department


Chair Signature


Date

**AGENDA
PIRATE HARBOR STREET & DRAINAGE
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, MAY 29, 2024**

**10:30 a.m., Punta Gorda Charlotte Library
401 Shreve Street, Punta Gorda, Florida**

BOARD MEMBERS: George Herl, Chair
Phillip Smallwood, Vice-Chair
Scott Day
Tom McClung ✱
Andrew Wolf

COUNTY STAFF: Erica LeMaster, Community Liaison

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Approval of Minutes: January 17, 2023
3. Citizen Input on Agenda Items (3-Minute Limit)
4. Unfinished Business:
 - a. Update: FY23 Paving Program
 - b. Jean La Fitte Bank Stabilization Project
5. New Business:
 - a. Financial Reports
6. Advisory Board Open Discussion
7. Citizen Input on MSBU Items (3-Minute Limit)
8. Meeting Schedule / Items for Next Agenda
9. Motion to Adjourn

[illegible]

**PIRATE HARBOR STREET AND DRAINAGE
Municipal Service Benefit Unit (MSBU)
FY23 Annual Report – Executive Summary
October 1, 2022 – September 30, 2023**

Ordinance 2015-045 adopts a countywide Uniform Standard for Municipal Service Benefit Unit (MSBU) And Municipal Service Taxing Unit (MSTU) Advisory Boards;

Sec. 4-1-18. Duties/Responsibilities

The advisory board shall make recommendations to the Board of County Commissioners and staff, limited to the scope and purpose of the Unit which includes, but is not limited to, the following:

1. To make recommendations to the County for expenditure of the funds within the budget in accordance with the law and Board of County Commissioners approved purchasing guidelines and;
2. To make recommendations to the Board of County Commissioners regarding the annual proposed budget for the Unit.

Purpose

Code of Laws and Ordinances, ARTICLE XLVII. - PIRATE HARBOR STREET AND DRAINAGE UNIT, Sec. 4-6-960. - Purpose.

The purpose of this unit is to provide for the construction, reconstruction, repair, paving, repaving, hard-surfacing, re-hard surfacing, widening, guttering and draining of the platted streets in the unit, including the necessary appurtenances thereto, and beautification projects, from funds derived from special assessments within the unit.

Summary

Current Rate: \$345

Max Rate: \$345

The FY23 completed work program included all internal maintenance and administrative costs, and contracted services for right-of-way safety mowing and paving.

The current fiscal year work program includes all internal maintenance and administrative costs, and contracted services of right-of-way safety mowing, concrete flatwork, pipe lining, and paving rejuvenation.

For FY23, the Advisory Board recommends budgeting for all internal maintenance and administrative costs, and contracted services of right-of-way safety mowing, concrete flatwork, pipe lining, and stormwater work.

This MSBU is currently paying back a loan for paving which is anticipated to be paid off in FY38.

Pirate Harbor Street and Drainage MSBU

Fund Financial Report
Oct. 1, 2023 - Dec. 31, 2023

	Actual FY2023	Adopted Budget FY2024	YTD Actual FY2024	Encumbered FY2024	Balance FY2024
Beginning Balance	\$479,125	\$1,633,972	\$862,213		
Revenues					
Assessments & Earnings	150,820	137,909	94,909		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	1,113,000	-	-		
Total Revenue	\$1,263,820	\$137,909	\$94,909		
Expenditures					
Contract Services	675	5,000	-	-	5,000
Pipe Lining	-	20,000	-	-	20,000
ROW Maintenance	1,944	3,047	1,044	6,678	(4,675)
ROW Reclamation	-	-	-	-	-
Speciality Mowing	-	-	-	-	-
Public Works Services	17,184	82,518	1,111	-	81,407
Internal Charges	748	1,103	1,103	-	-
Purchased Services	2,855	2,789	1,835	-	954
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	6,403	129,026	19,394	-	109,632
Project Costs					
Pirate Harbor Paving Program	850,924	1,152,888	45,383	174,407	933,098
Total Expenditures	\$880,733	\$1,396,371	\$69,870	\$181,085	1,145,416
Reserves (Ending Fund Balance)	\$862,213	\$375,510	\$887,251		
Reserve %	49.5%	21.2%	92.7%		

Date Prepared: 1/22/2024

Pirate Harbor Street and Drainage MSBU

Fund Financial Report
Oct. 1, 2023 - Mar 31, 2024

	Actual FY2023	Adopted Budget FY2024	YTD Actual FY2024	Encumbered FY2024	Balance FY2024
Beginning Balance	\$479,125	\$1,633,972	\$862,213		
Revenues					
Assessments & Earnings	150,820	137,909	133,658		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	1,113,000	-	-		
Total Revenue	\$1,263,820	\$137,909	\$133,658		
Expenditures					
Contract Services	675	5,000	-	-	5,000
Pipe Lining	-	20,000	-	-	20,000
ROW Maintenance	1,944	3,047	1,395	6,327	(4,675)
ROW Reclamation	-	-	-	-	-
Speciality Mowing	-	-	-	-	-
Public Works Services	17,184	82,518	4,970	-	77,548
Internal Charges	748	1,103	1,103	-	-
Purchased Services	2,855	2,789	2,425	-	364
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	6,403	129,026	27,475	-	101,551
Project Costs					
Pirate Harbor Paving Program	850,924	1,152,888	47,664	172,631	932,593
Total Expenditures	\$880,733	\$1,396,371	\$85,032	\$178,958	1,132,381
Reserves (Ending Fund Balance)	\$862,213	\$375,510	\$910,839		
Reserve %	49.5%	21.2%	91.5%		

Date Prepared: 4/4/2024